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9 SEP 1963

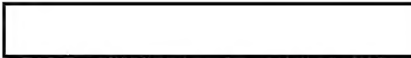
BRIEF FOR: Director of Central Intelligence

SUBJECT : Implementation of Executive Order 10501

1. The Agency has been requested by Mr. John F. Doherty, Chairman of the Interdepartmental Committee on Internal Security, to supply certain information relating to the implementation of Executive Order 10501 within the Agency. The request is based on the responsibility of the Interdepartmental Committee on Internal Security for conducting a continuing review of the implementation of Executive Order 10501 to insure that classified defense information is properly safeguarded.

2. The information provided to the Interdepartmental Committee on Internal Security indicates that the Agency is in compliance with the standards set forth in the Executive Order. In addition, our reply suggests that the Interdepartmental Committee on Internal Security consider strengthening the existing security storage requirements for material classified SECRET.

3. The attached reply to Mr. Doherty has been prepared for your signature.

  
STEWART FIELD EDWARDS  
Director of Security

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Attachment:  
Letter to Mr. Doherty

**CENTRAL INTELLIGENCE AGENCY**  
**IMPLEMENTATION**  
**OF**  
**EXECUTIVE ORDER 10501**  
**COMPLETED QUESTIONNAIRE**

1. a. Has your department experienced any difficulty in the classification of defense information on the basis of the definitions for the three categories?

Answer: No

- b. Do you consider that proper classification is assisted by the example given for the two higher categories?

Answer: Yes

2. a. Has the limitation of authority to classify defense information, to the extent applicable to your agency, impeded the proper implementation of the Order?

Answer: No

- b. Please advise what action your department has taken to insure that the delegation of authority to classify information has been limited as severely as is consistent with the orderly and expeditious transaction of Government business.

Answer: Within this Agency the delegation of authority to classify information is controlled by an establishment known as the "Classification Control Network." This network, under the jurisdiction of the Assistant Director for Central Reference, consists of (1) the CIA Classification Control Officer; (2) Assistant Classification Control Officers; and, (3) Authorized Classifiers.

The chiefs of major components and operating officials designate the Assistant Classification Control Officers within their respective areas to effectively administer and supervise classification procedures. The names and titles of persons so designated are

submitted in writing with effective dates to the CIA Classification Control Officer who is appointed by the Assistant Director for Central Reference. The Assistant Classification Control Officers are responsible for the designation of selected responsible individuals who, as Authorized Classifiers, are responsible for the effective application of classification procedures within their respective areas of jurisdiction.

The CIA Classification Control Officer, Assistant Classification Control Officers, and Authorized Classifiers are the only persons authorized to apply an original classification to information or material.

3. To what extent, if any, has overclassification and unnecessary classification been noted since the last report thereon in 1958?

Answer: Since 1958, the problem of overclassification within the Central Intelligence Agency has been considerably reduced through the processes of education and the Classification Control Network, which is responsible for monitoring this program.

4. a. Describe in brief the procedures established for implementing declassification and downgrading as set forth in Section 1 of the Order.

Answer: The Classification Control Network is responsible for declassification and downgrading of classified information and material. Network personnel continually review classified material to effect nonautomatic changes, and downgrade or declassify such material when circumstances no longer warrant its retention in its original classification, provided the consent of the appropriate original classifying authority has been obtained.

Automatic changes are indicated by rubber stamped or typed instructions placed on information or material at the time of original classification, directing that after a specified event or date, or upon removal of certain classified enclosures, such information or material be downgraded or declassified.

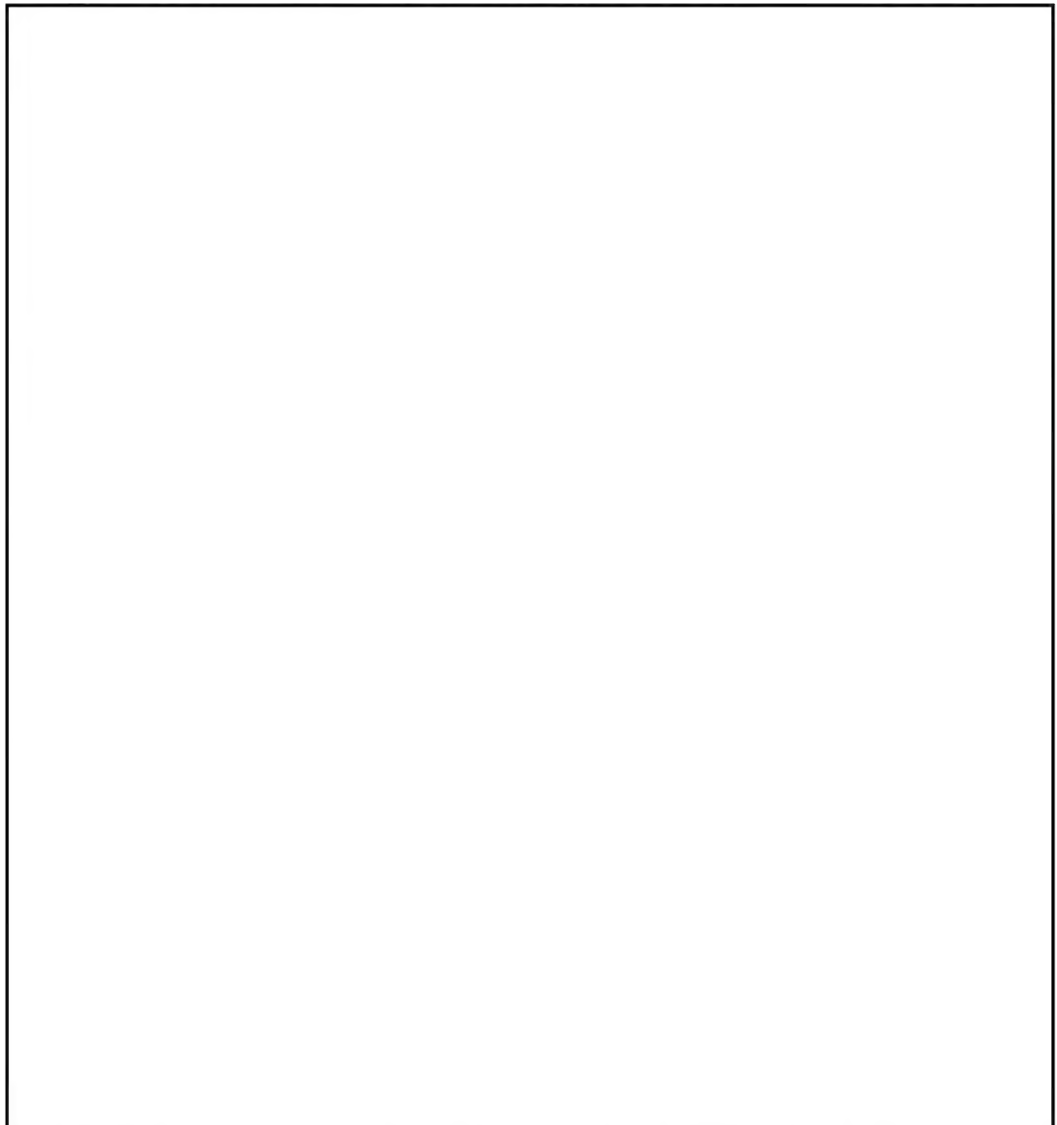
Notification is given to all recipients of classified material which has been declassified or reclassified in order to preserve the effectiveness and integrity of the system and to reduce the accumulation of classified material which no longer requires the original classification.

- b. With respect to the authorization granted by EO 10816, the departments and agencies designated under Section 2 (a) of EO 10501 are requested to briefly describe the procedures established to implement Section 4 of EO 10501.

Answer: Not applicable to this Agency.

5. a. Please describe the types of storage facilities used by your department for the storage of (a) Top Secret material, and (b) Secret and Confidential material.

Answer: Within this Agency the physical security standards for the storage of classified material are as follows:



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- b. Is the possession and use of classified defense material limited to locations where such facilities for storage and protection are available?

Answer: Yes

- c. What procedures have been established to comply with the requirements of Section 6 (g) pertaining to the loss or subsection to compromise of classified defense information?

Answer: All Agency employees who have knowledge of the loss or possible subsection to compromise of classified defense information are required to report such information to the Director of Security immediately. If notification is first made orally, it must be confirmed without delay by a memorandum containing all circumstances and facts surrounding the loss or possible compromise. An immediate investigation is undertaken by the Director of Security to recover lost classified material and where compromise is suspected or is known, action is taken to resolve the compromise and to preclude possible recurrences.

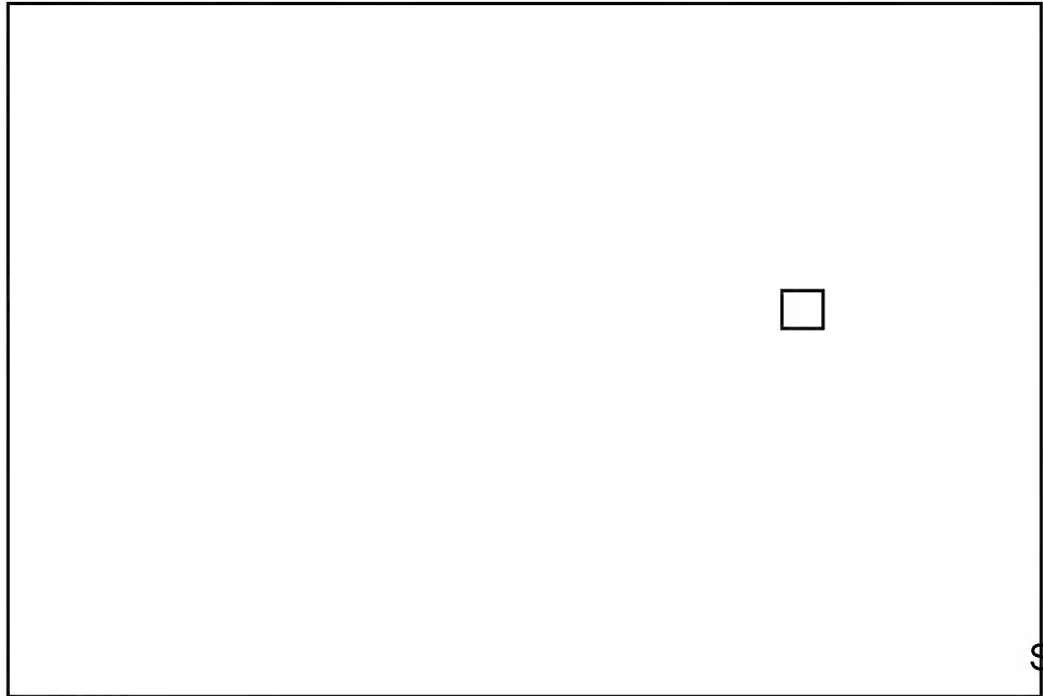
6. a. Describe the accountability procedures and records maintained pursuant to Section 7.

Answer: Accountability procedures followed by the Agency are listed below.

**(1) TOP SECRET:**

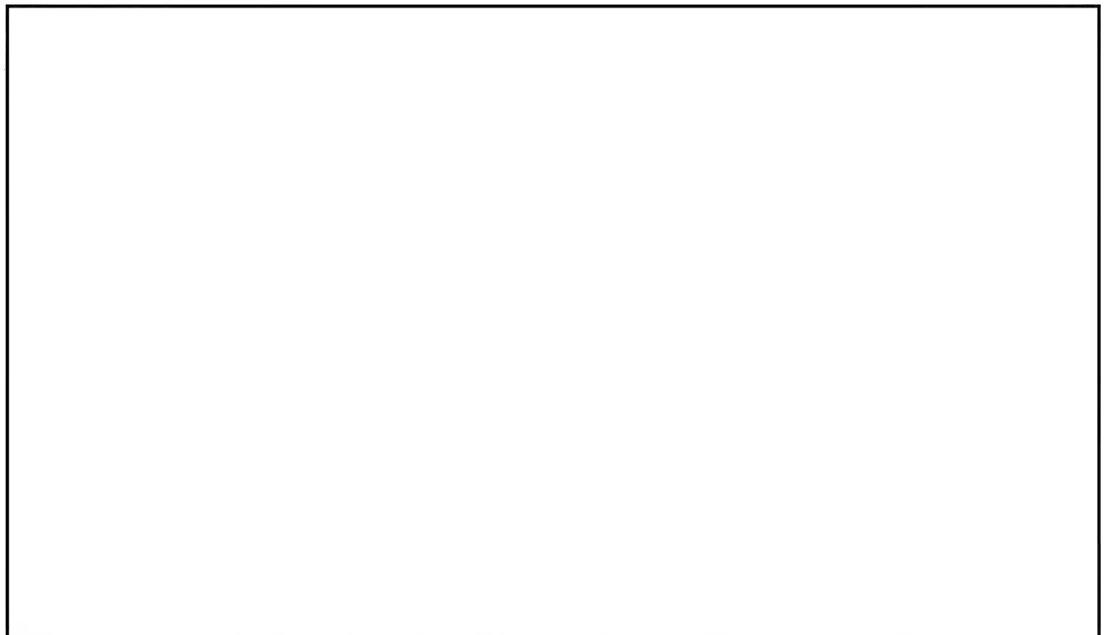
(a) Top Secret document control procedures are administered by a CIA Top Secret Control Officer, a Central Top Secret Control Office, Area Top Secret Control Officers, Alternate Top Secret Control Officers serving major components, and Assistant Top Secret Control Officers serving subordinate organizational elements. The Central Top Secret Control Office and each Area Top Secret Control Officer is

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- b. What measures are taken to insure that the number of copies of classified defense information documents are kept to a minimum?

Answer: The following procedures are followed by the Agency to keep classified documents to a minimum:

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7. a. In view of the amendment to subparagraph d of Section 8 permitting transmission of Confidential material by certified and first class mail, has your department experienced any losses or impediments in the proper safeguarding of classified defense information?

Answer: The Central Intelligence Agency has continued a policy of using the same standard for mailing Confidential material as is used for Secret material. The amendment contained in Section 1 of EO 10816 was not adopted by this Agency.

- b. Has any significant saving been noted through the use of certified or first class mail for transmission of Confidential material?

Answer: Not applicable to this Agency.

8. Describe the means used, the procedures followed, and the frequency of destruction of nonrecord classified defense material, including precautions followed to insure its complete incineration or destruction.

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9. Describe the implementation of Section 10 with respect to the training, orientation, and inspection programs initiated.

Answer: The Director of Security, CIA, is charged with the responsibility for the preparation and execution of the Agency's security program which includes the provisions of EO 10501. Under his direction the Office of Security investigates reports of violations and/or noncompliance with security policies and regulations for any reason, and recommends or initiates appropriate corrective action.

The Training Branch of the Office of Security is responsible for:

- (a) Conducting the security orientation program for all new employees;
  - (b) Conducting scheduled security reindoctrinations for all employees;
  - (c) Sponsoring the Agency's security educational program.
10. State the name and title of the staff member or members designated to review the implementation of the Order pursuant to Section 13.
- Answer: Colonel Sheffield Edwards, U. S. Army (Retired), Director of Security.
11. a. Furnish an estimate of the number of persons outside the Executive Branch granted access to classified defense information for historical research pursuant to EO 10816, which amended Section 15 of EO 10501.

Answer: One

- b. List any changes in EO 10501 which in the judgment of your department or agency would further the attainment of the objectives of the Order. (Include any suggestions or additions, deletions or revisions.)



**Answer:** According to Section 6 (b), the storage of material classified Secret and Confidential in metal file cabinets equipped with steel lock-bars and three-combination dial-type padlocks, is authorized.

Current methods of forced or surreptitious entry into bar-lock cabinets have prompted this Agency to use this means of storage only in conjunction with additional measures of protection. It is suggested that consideration be given to strengthening the existing requirements set forth in the Executive Order for the storage of material classified Secret.

17 SEP 1960

*Carol*  
Mr. John F. Doherty, Chairman  
Interdepartmental Committee on Internal Security  
U. S. Department of Justice Building  
Washington 25, D. C.

Dear Mr. Doherty:

As requested in your letter of 17 June 1960, we have examined the operation of this Agency's program for the implementation of Executive Order 10501. Enclosed you will find the replies to the questions raised by the Interdepartmental Committee on Internal Security.

I will be happy to designate a representative to meet with you to furnish further details or information on the implementation of the Executive Order by the Central Intelligence Agency should you find it desirable.

Sincerely,

**SIGNED**

Allen W. Dulles  
Director

Enclosure:  
Completed Questionnaire

(EXECUTIVE REGISTRY FILE

*ICIS/Justice*  
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CONCUR:



L. K. WHITE

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*9/16/60*

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MEMORANDUM FOR: Mr. Dulles:

Even though Mr. Doherty's letter to you is dated 17 June and the reply has just been received from Security, it is to be pointed out that your letter is well under the wire as a 90-day deadline was set by the Interdepartmental Committee on Internal Security. I might mention to you that before a reply could be prepared on this letter, it was necessary for the Office of Security to send out a questionnaire to quite a large number of offices within the Agency for information before the enclosed questionnaire could be completed.

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AAB *ggz*  
14 Sept. 60  
(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

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